

**From:** Lena Mulhall <lmulhall@ccala.org>  
**Sent:** Friday, October 28, 2016 1:06 PM  
**To:** Michael Filson  
**Subject:** Phone coverage

Hi Mike,

I am heading out. I have forwarded Shawn's phones to your extension. Carol is out for the day [REDACTED]. She is out Mon & Tues, so should be pretty quiet. I have given Amy instructions on covering as well, should you need to run out for the event at any time today. Simply forward phones to her and let her know.

Thank you again! Much appreciated.